

OFFSITE FACILITY AND INFORMATION ASSISTANT

DEFINITION

Coordinates facilities and maintenance of student records and performs clerical duties.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Dean of Non-Credit Education.

May provide work direction to student workers.

EXAMPLES OF DUTIES

Facility Responsibilities:

Assists in assigning work and scheduling custodial employees to meet facility needs.

Assists custodial staff in prioritizing daily work.

Relays information and assignments from the Director of Facilities and the Dean of Non-Credit Education to custodial staff.

Interacts with facility fire and security alarm providers to insure the safety of the facility.

Reviews and analyzes reports from fire and security alarm providers to determine if hazardous conditions exist and when present, relays information from reports to the Director of Facilities, Campus Police, and the Dean of Non-Credit Education to make corrections.

Determines the need for Campus Police protection and makes requests to the Director of Campus Police to dispatch officers when needed.

Provides facility security by issuing keys for the facility as needed and maintaining an accurate record of those keys.

Issues parking permits for the Adult Community Center staff and faculty.

Issues written warnings to illegally parked vehicles when Campus Police are unavailable to issue tickets.

Works with faculty and staff to maintain an appropriate level of heating, ventilation and air conditioning that is conducive employee morale and productivity.

Interacts with communications consultant and facility staff to maintain telephone operations.

Determines need to send requests and work orders for telephone repairs or changes.

Provides in-service training on telephone system for staff.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs other duties as assigned.

EXAMPLES OF DUTIES (continued)

Student Records Responsibilities:

Creates and maintains a system for non-credit student records.

Types student transcripts and monitors transcript data for accuracy and makes changes and corrections as needed.

Applies the California Education Code to insure that student records are legally handled.

Assists instructors with grades and reports as needed.

Refers students to counselors when conditions indicate such referrals will be beneficial.

Schedules appointments for students with counselor services.

Orders and maintains school schedules and catalogs for student distribution.

Collects and remits fees for sale of schedules and catalogs.

Collects and remits fees for fee-based testing conducted at the Adult Community Training Center.

Schedules students into testing as required.

Interprets regulations and verifies eligibility related to student testing as mandated by State and Federal guidelines for the General Education Development test.

Maintains and upgrades the non-credit class dictionary and class master files on the College's management information system.

Issues class ticket numbers when new classes are created by faculty.

Updates and inputs faculty employee numbers in the Class Master.

Responsible for the accurate input of this data in a timely manner to insure that non-credit classes are correctly listed in the college schedule of classes.

Creates and maintains a system of facilities scheduling for the Adult Community Training Center.

Schedules classes and events into available facilities.

Obtains substitute teachers as required.

Meets incoming new students at the counter and refers them to appropriate available services.

Places work orders and completes purchase orders for supplies.

Interfaces with all operations and programs at the Adult Community Training Center.

Exercises independent judgment in the areas of security, student records and facilities operations and maintenance as needed.

Maintains harmonious relationships among students, staff, faculty and administration.

QUALIFICATIONS

Knowledge of:

Off-site facility policies and procedures.

Computerized student records programs.

California Education Code in regards to the handling of student records.

General Education Development Test State and Federal guidelines.

Ability to:

Exercise independent judgment.

Analyze report information.

Make decisions in emergency situations.

Determine facility needs on a daily basis.

Type with a high-level of accuracy.

Assume responsibility for the facility in the absence of the Dean, Non-Credit Education.

Work effectively with administration, faculty, staff, and students.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Three years of increasingly responsible clerical work which has involved skilled typing in computer programs.

One year of experience handling student records preferably in a secondary, community college or university Admissions and Records office.

One year of experience being responsible for or being the contact person for the maintenance of a facility.